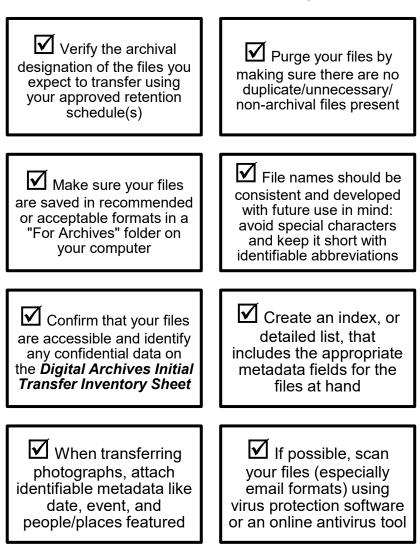


Records Management Advice

Issued: January 2022 (Originally Issued: March 2017)

Transferring Archival Records: Preparing Digital Records for Archival Transfer

Purpose: Provide guidance to state and local government agencies on how to plan and prepare digital Archival records for transfer to the Washington State Archives.



For indexing, formatting, and general digital transfer assistance, contact the Washington State Archives. By properly preparing digital records prior to transfer, agencies will greatly assist the efforts of the Archives to preserve and make accessible public records for generations to come.

Additional advice regarding the management of public records is available from Washington State Archives:

www.sos.wa.gov/archives recordsmanagement@sos.wa.gov